

Neenah-Menasha Fire Rescue
Joint Finance & Personnel Meeting
February 25, 2014 – 5:30 p.m.
3rd Floor Council Chambers

Present: Ald. Steveson, Englebert, Ahles, Langdon and Ramos.

Excused: Ald. Benner

Also Present: DC DeLeeuw, Director Steeno, Office Manager Theisen.

Members of the Public Present: No members of the public were present.

Ald. Ramos called the meeting to order at 5:30 p.m.

Meeting Minutes: The Committee reviewed the meeting minutes from January 28, 2014. **MSC Englebert/Stevenson to approve the January 28, 2014 meeting minutes, all voting aye.**

Monthly Budget Report: The Committee reviewed the January 2014 budget report. **MSC Stevenson/Englebert to approve the January 2014 monthly budget report, and place on file, all voting aye.**

Monthly Activity Reports: The Committee reviewed the January activity and automatic aid reports. **MSC Stevenson/Langdon to approve the January activity and automatic aid reports, and place on file, all voting aye.**

Quint 32 Repair Work: The Committee reviewed the information presented regarding the repair work that is needed for Quint 32. Ald. Englebert asked about the maintenance equipment budget. DC DeLeeuw noted this line item in the budget is only used for maintenance issues. There are some years we have used all of it and other years we've had quite a few issues and have exhausted all of the funds. He noted the Department has put together the Capital Budget for future years and will be requesting to replace two trucks in the future. It is the intent of the Department to move Quint 32 to a reserve unit. Our trucks are kept in service longer and we are starting to experience maintenance issues with an aging fleet. Last week we had two front line engines break down and only one reserve unit available. Moving Quint 32 to a reserve unit will help us when this happens again.

Ald. Stevenson said they were informed last month Mayor Merkes' preference was to not carry forward funds from 2013 to pay for this issue. He feels Option #2, as outlined in Chief Auxier's memo, is the best option. We can always re-allocate dollars later in the year from unused 2014 funds in the budget to cover this cost or once the final 2013 audit has been completed we could also carry forward excess 2013 funds to help fund this account. We should fund this out of maintenance monies so we can track expenses.

Director Steeno noted we have to charge the maintenance account for the cost of the repairs but you we can transfer monies from wherever they decide to cover the excess. Ald. Ahles questioned if we choose Option #1 if these monies are capital dollars that are borrowed dollars. It was noted it would be borrowed dollars as these are budgeted capital funds.

DC DeLeeuw did note if the Quint fails the annual ladder test the monies to fix this would need would need to come out of this account, along with other maintenance expenses for any other vehicles. Ald. Ramos and Englebert agreed they do not want to fund this through borrowed capital dollars and would rather carry forward 2013 funds to cover this expense, if there are monies available after the final audit has been completed for 2013.

MSC Ahles/Langdon recommends the City of Neenah Common Council and the City of Menasha Common Council approve the repair costs for Quint 32 for a total cost of \$13,879.50 from Fabel Collision Center. Funding shall be from the 2014 Maintenance of Motor Vehicle budget and both Common Council's recognize this may exceed the 2014 budget line item, all voting aye.

Liability Funding: Director Steeno noted she spoke to Director Easker after the last meeting and discussed how each City funds their liability claims. She noted the City of Menasha does have a reserve fund and they have a threshold of \$25,000 (that's their deductible) and the City of Neenah has a threshold of \$100,000 (that's their deductible). We could start funding a liability line item within NMFR's budget and regardless if we do this or if we continue to maintain what we have the City of Menasha would have to pay their appropriate share of claims.

DC DeLeeuw asked how this would affect our budget and our line item and if other Departments, with both Cities, have to fund this line item in their budget and if not, why would NMFR be different? If there is a year where we cannot have a budget increase but we have to fund this line item this could drastically affect our budget. Director Steeno said they like the accountability from Fire, however, if they have to fund a claim would come out of their general liability fund. Questions were asked by members present if we did built up reserve funds, through a budget line item, what happens to these funds if these are not used? Director Steeno said it would have to stay with NMFR's budget and if there is every a dissolution it would be returned back to each City according to the formula. Ald. Stevenson asked how claims, or potential claims, are funded. It would be from both Cities general liability fund. He asked what happens if we built up a reserve and then we get a large claim and how would that be funded. Director Steeno said it would be funded by each Cities liability fund. Ald. Ramos asked the advantage of this. Director Steeno said the money would be there and then there wouldn't be a burden on the Menasha budget if a claim comes through. She also said she is looking at increasing their funding for the City of Menasha for their liability fund. Ald. Ahles feels as long as there is documentation that both Cities liability fund covers NMFR if there are any claims there is no need to fund a separate line item in the budget. It was asked if there is a claim how is it filed. NMFR is covered under the City of Neenah's policy and if there is a

claim it is filed under their insurance policy. Whatever the final monies are the expenses are paid by each city according to the formula. All Committee members present felt there was no need to set up a separate line item with NMFR's budget and build up a reserve account for future liability claims, as other Departments do not currently have this in their budget. They also felt both Cities need to recognize that if there are future claims each City's portion would need to come out of their general liability fund and the funding for this account, with both Cities, does include NMFR.

Purchase of New Turn Out Gear: Information was reviewed on the purchase of the turn out gear. This is information only and no action is required.

2013 Computer Operating Hardware: The Committee reviewed the information regarding the connectivity issues we have been experiencing with the MDC's. The intent is to have funds available to replace the cell cards with cellular modem's. **MSC Stevenson/Englebert recommends the City of Neenah and the City of Menasha approve the carry forward request of \$2,995.92 from 2013 Capital Hardware Operating Funds to 2014's budget to fund the replacement of cellular modems for the MDC's, as they are needed, all voting aye.**

MSC Stevenson/Langdon to adjourn at 6:10 p.m., all voting aye.

Respectfully Submitted,

Steve DeLeeuw
Deputy Chief

SD/tt